



JOB DESCRIPTION

Title: **GEOGRAPHIC INFORMATION SYSTEMS
(GIS) ANALYST**

Department: GIS

Class Code: 3265

FLSA Status: Non-Exempt

Effective Date: July 15, 1997 (Rev 3/2010)

Grade Number: 20

GENERAL PURPOSE

Under the general supervision of the City Engineer. Uses ArcGIS to design, implement and maintain a graphic information system including data base design and system interface for Public Services facilities.

EXAMPLE OF DUTIES

- *-- Develop and maintain a G.I.S. database for use in the implementation of Public Services facilities throughout Murray City. Develop computer interfacing, data conversion, and computer applications using ArcGIS, ArcView, and ArcGIS Server, Sunguard, CivicPlus SQL Server and other software.
- *-- Conduct complex analysis using ArcGIS in a variety of projects ranging from network analysis to Address Matching for trouble calls.
- *-- Design a variety of databases using data modeling techniques.
- *-- Provide specifications for software and hardware to facilitate the need of the Public Services regarding GIS.
- *-- Coordinate directly with all city departments to develop and maintain specific GIS data and analysis.
- *-- Integrate multifaceted operations like transportation modeling, pavement management, storm water modeling, GASB 34 assessment, sidewalk safety/ADA data assessment, and impervious area assessments.
- *-- Develop comprehensive documentation on all aspects of GIS.

- *-- Provide training and ongoing technical support for city personnel in relationship to GIS and third party software.
- *-- Provide training and support for the city departments on GPS data collection needs.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a Bachelor's degree in GIS, Geography, or closely related field plus four (4) years experience in GIS or an equivalent combination of education and/or experience.

Special Requirements

- Must possess a valid Utah drivers license.
- Working knowledge of Windows Operating System.
- Working knowledge of ArcGIS, ArcView, ArcGIS Server, ArcReader.
- Working knowledge of AutoCad.
- Working knowledge of Path Finder Office (GPS).

Necessary Knowledge, Skills and Abilities

- Excellent knowledge of ArcGIS, ArcView, AutoCad, Windows and networking components. A conceptual knowledge of the IBM AS/400 preferred.
- Knowledge of implementing an ever changing, interactive GIS.
- Knowledge of Logical Data Modeling and relational data bases.
- Knowledge of HTE/land records for providing relationships to GIS data.
- Knowledge of basic functions for city departments to coordinate the departments GIS needs.
- Good working knowledge of PC's and peripherals.
- Ability to develop GIS standards in operations and database design.

- Ability to interface different systems like ArcGIS, ArcReader, ArcView, AS/400, etc.
- Ability to develop applications using ArcGIS, VB, VBA, and PYTHON, and ability to learn other languages, which are necessary to facilitate the GIS functions.
- Ability to operate GPS equipment.
- Ability to create conversion specifications.
- Ability to maintain effective working relationships with other departments, supervisor, and employees.
- Establish quality control procedures and techniques.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, GPS equipment, PDA/tablet computers, printers/large format plotters, database software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.